



Business Letter Template

At least 1" top margin

1" left margin

999 Main Street
Salt Lake City, UT 84999
February 10, 2006

Double space

A. Scott Anderson
President and CEO
Zion's Bank
One South Main Street
Salt Lake City, Utah 84111

Double space

Dear Mr. Anderson: ← Never use "To whom it may concern"

Double space

The first sentence in the first paragraph should clearly state the purpose of the letter. Consider why the letter is being written. Is it an introduction or following up with a previous meeting?

Double space

As the letter continues, place positive information in prominent places like the beginning of a paragraph. Avoid starting too many sentences with "I." Also, avoid using words with negative connotations, such as "unfortunately," "regretfully," or "failure."

Double space

Request action in the final paragraph, such as a phone call or email. Or inform the person that you will be calling him/her on a certain date and time. Consider ending the letter with a thank you for the reader's attention and time.

Quadruple space

Sincerely,

Quadruple space

Some Student
some.student@utah.edu
801-555-3172

At least 1" bottom margin